



# COUNTY OF LOS ANGELES

## CHIEF INFORMATION OFFICE

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July 9, 2002

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**AUTHORIZATION TO USE INFORMATION TECHNOLOGY FUNDS  
TO DEVELOP THE SHERIFF'S PERSONNEL PERFORMANCE INDEX OBJECT AND  
WORKFLOW ENABLING SYSTEM  
(3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve and authorize the use of \$300,000 from the Information Technology Fund (ITF) to implement the Sheriff's Personnel Performance Index Object and Workflow Enabling (SPPIOWE) System.

**PURPOSE OF RECOMMENDED ACTION**

In their February 11, 2002 meeting, the ITF Executive Committee recommended support of the Sheriff's SPPIOWE project. Your Board's approval of this project will provide supplemental funding of this project in the amount of \$300,000.

**Implementation Of Strategic Plan Goals**

This project supports the County's Strategic Plan Goal 3.0 for Organizational Effectiveness; it particularly addresses Strategy 2.0 to improve internal communications. The SPPIOWE will also support County Strategic Plan Goal 2.0 for Service Excellence by improving the process for reporting public comments through Watch Commander's Service Comment Report.

## **JUSTIFICATION**

In February 2002, the Sheriff's Department submitted a proposal to the ITF Executive Committee to partially fund the implementation of SPPIOWE. This project automates the storage and retrieval of administrative documents, records, and objects for the Sheriff's Internal Affairs and Internal Criminal Investigation Bureau. The proposed project will enhance the Personnel Performance Index system through the use of VisiFLOW document management software, and by automating the generation of Watch Commander's Service Comment Report forms, which are utilized by every station and custody facility in the Department.

## **FISCAL IMPACT/FINANCING**

Upon approval by your Board, \$300,000 will be awarded to the Sheriff to cover the cost of hardware, software and professional services. The total cost of the project is \$1,090,415. In May 2002, the Sheriff's Department received a matching funds grant for \$300,000 from the Quality and Productivity Commission. The remaining funding requirement of \$490,415 will be provided through the Sheriff's departmental budget.

## **FACTS AND PROVISIONAL/LEGAL REQUIREMENT**

None.

## **IMPACT OF CURRENT SERVICES**

This project will replace the existing paper-based storage system and allow for department-wide electronic generation and distribution of the Watch Commander's Service Comment Report, Force Review documents, and Internal Affairs Bureau – Administrative Investigations documents. The planned benefits of this project include:

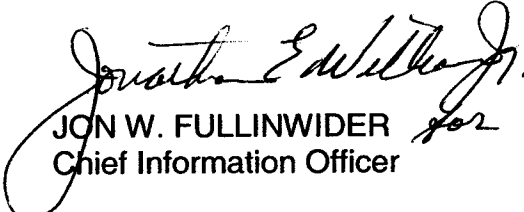
- Mitigating time delays associated with County or US mail, and reducing claims or lawsuits by electronically distributing time sensitive documents
- Providing for a more effective electronic generation, routing, signature approvals, and storage of Watch Commander Service Comments Reports at all Sheriff's stations.
- Providing the ability to collect and distribute case documentation in the form of e-documents, e-audio, and videotapes.
- Supporting the Office of Independent Reviews, and enabling them to retrieve documents, files, audio and video recordings, and photographs at their workstation.

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**CONCLUSION**

Your Board's approval of the recommended action will authorize the use of ITF funds in the amount of \$300,000 to develop the Sheriff's Personnel Index Object and Workflow Enabling system.

Respectfully submitted,

  
JON W. FULLINWIDER  
Chief Information Officer

JWF:JEW  
YD:ygd

c: Victor Rampulla, Assistant Division Director, Sheriff's Department  
Graham W. Kneale, Sheriff's Department  
CAO Budget Analyst  
ITF Project File